

**NORTH & EAST KING COUNTY
HUMAN SERVICES FUNDERS**

**SUPPLEMENTAL APPLICATION
INFORMATION
FOR 2007/2008**



Information included from the following cities:

Bellevue
Bothell
Issaquah
Kenmore
Kirkland
Redmond
Sammamish
Shoreline
Woodinville

❖ GENERAL APPLICATION INFORMATION

All applications are due on or before 4:30 p.m. on June 7, 2006. Please see individual city supplements for mailing and/or drop-off locations. Late applications will not be accepted.

Delivering the application to each city before the due date is strongly encouraged. However, for those needing to hand deliver applications to multiple cities on the June 7th deadline, applications for any city may be dropped off at the Bellevue City Hall lobby. *This service will only be available on the day of June 7th from 10:30 a.m. to 4:30 p.m.*

Additionally, please e-mail a copy of your application to each city as detailed in their supplemental information.

For each city to which you are applying, deliver:

- one single-sided original, signed application with all requested attachments,
- one single-sided copy of just the application without attachments, and
- one electronic version e-mailed to the contact listed below for each city to which you apply.

Please do not staple, three-hole punch or bind the applications in any way (this does not include the attachments). Secure each application with a paper clip only.

❖ CONTACT LIST

Jurisdiction

City of Bellevue	Camron Parker, (425) 452-6165, cparker@ci.bellevue.wa.us Emily Leslie, (425) 452-6452, eleslie@ci.bellevue.wa.us
City of Bothell	Manny Ocampo, (425) 486-3256, manny.ocampo@ci.bothell.wa.us
City of Issaquah	Steve Gierke, (425) 837-3022, sdgierke@comcast.net
City of Kenmore	Carter Hawley, (425) 398-8050 ext 223, chawley@ci.kenmore.wa.us
City of Kirkland	Sharon Anderson, (425) 857-3322, sanderson@ci.kirkland.wa.us
City of Redmond	Brooke Buckingham, (425) 556-2416, bbuckingham@redmond.gov
City of Sammamish	Melonie Anderson, (425) 836-7904, manderson@ci.sammamish.wa.us Stacy Herman, (425) 836-7928, sherman@ci.sammamish.wa.us
City of Shoreline	George Smith, (206) 546-5569, gsmith@ci.shoreline.wa.us Rob Beem, (206) 546-1933, rbeem@ci.shoreline.wa.us
City of Woodinville	Deborah Knight, (425) 489-2700, deborahk@ci.woodinville.wa.us



Human Services Division
410 -110th Avenue NE
Bellevue, WA 98004

Camron Parker, Human Services Grant Coordinator
(425) 452-6165 or cparker@ci.bellevue.wa.us
Emily Leslie, Human Services Manager
(425) 452-6452 or eleslie@ci.bellevue.wa.us

YEARS COVERED BY THIS APPLICATION PROCESS

Calendar years 2007 & 2008.

APPROXIMATE FUNDING AVAILABLE

The City uses local General Fund resources and federal Community Development Block Grant (CDBG) funds to support human services activities.

- An estimated total of \$2 million will be made available through an open competitive application process for grants to support the operating costs of human services programs in 2007-08. The total represents a marginal increase in the amount of funds available in prior years. The dollar amount your agency requests should be based upon what you believe to be an appropriate financial contribution by the city of Bellevue based upon the number of Bellevue residents served and expected revenue from other sources. Programs receiving funding in 2007 may have the award renewed in 2008. However, continuation of funding for 2008 is dependent upon the availability of funds, satisfactory contract performance and program outcome results.
- Due to continual reductions in the amount of CDBG funds received from the federal government over the past three years, and with additional reductions expected in 2007, no CDBG funds will be available for new non-profit capital facility projects. Applications will only be accepted from ongoing projects and programs currently receiving CDBG capital funding in 2006. An estimated total of \$600,000 in CDBG funds will be made available through a closed competitive process for capital projects in calendar year 2007.
- Proposals for funding capital acquisition, site development, or new construction and related costs of low- and moderate-income housing should be directed to ARCH (A Regional Coalition for Housing). Proposals to acquire or develop temporary housing such as emergency shelters and transitional housing should also be directed toward the ARCH process. Information regarding ARCH and its next funding application cycle may be obtained by calling (425) 861-3677.
- Awards are generally not made to programs operated by the City of Bellevue. Applications from City-related programs will only be accepted if a non-profit organization acts as a co-sponsor.

APPLICATION ASSISTANCE

All applicants are strongly encouraged to contact City of Bellevue staff for phone or in-person consultation about your application or proposal. Agencies proposing new programs must contact city staff. Staff can help you determine if your proposal is eligible for City funding and provide guidance on how to make your application as competitive as possible. Please contact Camron Parker, Human Services Grant Coordinator, at (425) 452-6165 or cparker@ci.bellevue.wa.us or Emily Leslie, Human Services Manager, at (425) 452-6452 or eleslie@ci.bellevue.wa.us.

APPLICATION REVIEW PROCESS

Applications will be reviewed by the Bellevue Human Services Commission, a 7-member group of citizens appointed by the City Council to guide human services policy and funding recommendations for the City.

North/East King County Human Services Funders' Workshop	April 20, 2006
Staff Available for Consultation	May/June
Applications Due	<u>June 7, 4:30 p.m.</u>
Review by Staff & Human Services Commission	June-September
<i>Public Hearing on General Fund and CDBG Recommendations</i>	<i>October 3</i>
City Council Discussion/Decision on 2007 CDBG Funds	October/November
City Council Discussion/Decision on 2007-2008 General Fund Recommendations	November/December
Contract Negotiations	December 2006-January 2007

Most applicants can expect to receive a series of follow-up questions after applications are submitted. A select number of applicants will be invited to attend a Human Services Commission meeting to answer questions in person. All applicants are invited to attend the public hearing on October 3, held after preliminary recommendations are established to provide comments on the recommendations before they are finalized.

APPLICATION FORM

Copies of the application form and instructions will be available at the NE Funders workshop on Thursday, April 20, 2006. Electronic versions are available upon request by e-mail or may be downloaded after April 13, from <http://www.cityofbellevue.org/parks>.

FUNDING CRITERIA

Funding Focus Areas for 2007-2008

The Human Services Commission reaffirms the City's policy of supporting the "full spectrum of community needs" (Comprehensive Plan Policy HS-4) and recommends that the City maintain continued support of the appropriate continuum of services, while emphasizing the specific focus areas identified below. Applications will be accepted for all type of programs, however these focus areas will be used by the Commission to rate and rank new applications as well as during their review of previously funded programs. To discuss how these focus areas may impact your program, please contact city staff.

1. Existing programs able to show measurable improvements in successful client outcomes and/or operational efficiencies achieved through either (a) active partnerships between two or more agencies or (b) program service delivery enhancements or modifications.
2. System or program enhancements that result in improved efficiencies and access to service for individuals seeking English-as-a-Second Language instruction.
3. Programs that increase access to low-cost legal services or health and mental health care. These service areas were identified as areas of high need in the 2005-2006 Bellevue Human Services Needs Update.

HUMAN SERVICES FUND APPLICATION REVIEW CRITERIA

1. Identified Needs (Part A, Question 8):

- Program addresses specific, identified community needs; data or documentation is provided which confirms the problem or need?
- How does the program fit within the continuum of human services as defined by the City of Bellevue?

2. Meets Immediate Needs and/or Prevention (Part A, Questions 9, 18-23)

- Program description and output measures indicate that prevention and root causes of problems will be addressed?
- Program design is appropriate and sufficient for the stated problem?

3. Accessibility (Part A, Questions 12-15)

- Limited income
- Physically accessible
- Culturally sensitive
- Linguistically accessible
- Non-discriminatory
- Accessibility plan

4. Accountability / Outcomes (Part A, Questions 10, 11, 24, 25)

- Agency demonstrates it can successfully manage the program, e.g. service record on Eastside, staff qualifications, etc.?
- Evidence is provided regarding the impact of the proposed service?
- Proposal states 1-3 measurable outcome indicators?

5. Regional Cooperation / Coordination and Diverse Support (Part A, Questions 16,17, 26-30)

- Program cooperates with other providers on the Eastside?
- Program cooperates with other related programs?
- Partnerships with private sector?
- Other funding from City of Bellevue?
- Financial resources are planned and committed from sources other than City of Bellevue?

6. Cost Effectiveness (Part A, Questions 21, 26-30)

- Budget is realistic in terms of the intended results of the program?
- Cost per unit is reasonable in terms of the proposed services to be delivered?

7. Appropriateness of City Involvement

- Appropriate and important for the City to become involved financially in this program?

APPLICATION SUBMITTAL INFORMATION

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Please do not staple, three-hole punch or bind the applications in any way (this does not include the attachments). Secure each application with a paper clip only.

MAIL APPLICATIONS TO:

Human Services Division
Parks & Community Services
City of Bellevue
P.O. Box 90012
Bellevue, WA 98009-9012

HAND DELIVER APPLICATIONS TO:

Human Services Division
Parks & Community Services
Bellevue City Hall
410 – 100th Avenue NE
Bellevue, WA 98004
(one block south of Meydenbauer Center)

EMAIL APPLICATIONS TO:

cparker@ci.bellevue.wa.us

OTHER

2005-2006 Human Services Needs Update

The City of Bellevue recently published its *Human Services Needs Update for 2005-2006*. The update was prepared to assist the Bellevue City Council, Human Services Commission, service providers and residents to: 1) understand the overall human services needs in the City; 2) identify regional and local trends and issues that impact Bellevue residents; 3) identify available resources and gaps within the community; 4) provide a framework for the allocation of resources to a continuum of human services; and 5) identify opportunities for collaboration and advocacy in human services areas that will enhance the quality of life for all Bellevue residents. The Human Services Commission used the information in this report as the primary basis for developing its funding focus areas for 2007-2008. If you would like to receive a copy of this report, please contact Teri Ekstrom at (425) 452-6884 or tekstrom@ci.bellevue.wa.us. You may also download the report from the City's website at www.cityofbellevue.org/parks.

Minimum Funding Amounts

Bellevue currently funds a wide range of awards from \$3,000 to \$120,000 with an average award of \$34,000. Please note that for service applications, you do not need to specify whether you are applying for General Fund or CDBG dollars. Service programs funded by either source are reviewed in the same manner and, if awarded, City staff and the Human Services Commission determine the most appropriate funding source.



Human Services
18305 101st Ave NE
Bothell, WA 98011

Manny Ocampo, Assistant City Manager
(425) 486-3256 or manny.ocamp@ci.bothell.wa.us

YEARS COVERED BY THIS APPLICATION PROCESS

To be determined. The City operates on a biennial budget, and is also considering moving to a two-year funding cycle for Human Services. Applicants should apply for both 2007 and 2008 funding.

APPROXIMATE FUNDING AVAILABLE

\$189,350 in funding was allocated for 2006. It is not known at this point if Council will increase the available funding for 2007 and beyond.

APPLICATION ASSISTANCE

Questions should be directed to Manny Ocampo, Assistant City Manager, at the phone number or e-mail address indicated above.

APPLICATION REVIEW PROCESS

General Fund Dollars: The City's Human Services Committee, a three member City Council subcommittee, will review applications for funding. The Committee typically makes recommendations to the City Council on the use of Human Service funding allocations in October or November. Funding will be available in January 2007; after the City's general fund budget is finalized in December 2006.

CDBG: Bothell, as a pass-through city, has historically received a portion of CDBG dollars to allocate for capital and human service programs. Due to a new Interlocal Operating Agreement effective January 1, 2006, King County is now responsible for the RFP process. Funding amounts and priorities have been proposed for each sub-region. For more information, visit <http://www.metrokc.gov/dchs/csd/Housing/Index.htm>.

APPLICATION FORM

Copies of the application form and instructions will be available at the North and East King County Funders workshop on Thursday, April 20, 2006. Electronic versions are available by e-mail, or may be downloaded after April 13 from the City of Bothell at <http://www.ci.bothell.wa.us>.

FUNDING CRITERIA

Bothell's Human Services priorities for 2007 include:

- Family Support
- Child Development
- Basic Needs and Survival Services
- Health
- Employment

- Housing
- Youth
- Seniors
- Information and Referral
- Domestic Violence
- Sexual Assault

Services supporting residents of south Snohomish County are always appreciated.

In all of these areas, special emphasis will be given to programs which provide services to address these needs and target Bothell residents who meet low income criteria.

APPLICATION SUBMITTAL INFORMATION

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MAIL APPLICATIONS OR HAND DELIVER TO:

Manny Ocampo, Assistant City Manager
City of Bothell
18305 101st Ave NE
Bothell, WA 98011

EMAIL APPLICATIONS TO:

lynda.quinn@ci.bothell.wa.us



**PO Box 1307
Issaquah, WA 98027**

**Office of Community Services
130 East Sunset Way
Issaquah, WA 98027**

Steve Gierke, Community Services Consultant
(425) 837-3022 or sdgierke@comcast.net

YEARS COVERED BY THIS APPLICATION PROCESS

Issaquah is on a one year funding cycle – 2007.

APPROXIMATE FUNDING AVAILABLE

It is estimated that the City of Issaquah will have approximately \$160,000 General Fund dollars available to grant in 2007.

APPLICATION ASSISTANCE

Steve Gierke Issaquah's Community Services Consultant is available to assist applicants with issues related to the City of Issaquah. Email is the most efficient method for initial contact.

APPLICATION REVIEW PROCESS

Staff reviews all applications and will make a recommendation to a sub committee of the Issaquah City Council. This committee makes the final recommendation to the full Council. The final decision will be made in early December 2006. Agencies will be advised of the recommendations to the Council Committee and the final decision of the City Council via email. Staff may request either phone or in person interviews.

APPLICATION FORM

Copies of the application form and instructions will be available at the NE Funders workshop on Thursday, April 20, 2006. Electronic versions are available by e-mail or may be downloaded after April 13, from the City of Issaquah at www.ci.issaquah.wa.us the application should be listed on the home page.

The City of Issaquah accepts the short form. The application is reserved for agencies with a long history with the city and are seeking grants of \$7,500 or less. Agencies applying to multiple cities should use the long form. Please confirm with Steve Gierke if you plan to use the short form.

FUNDING CRITERIA

DIRECT BENEFIT TO ISSAQUAH

- Does the proposed project target Issaquah as its primary service area?
- If the project is regional in nature, what is the level of benefit to Issaquah residents in relationship to the whole project?
- Does the applicant demonstrate that Issaquah needs the proposed services/facilities?
- How long has the agency/project served Issaquah in the past?

FEASIBILITY OF PROJECT:

- Is there evidence that the proposed project will effectively address the need?
- Is the agency stable, both administratively and financially? Does it have capacity to carry out the program it proposes?

FUNDING:

- If a regional project, is the requested funding proportional to how many each City residents will be served?
- Are Issaquah funds being used to leverage other funds?
- Does this project duplicate services? (City funding will not be used for duplicate services.)
- What evidence is there that an investment now would save long-term costs?

ACCESSIBILITY:

- The agency/service are both physically and programmatically accessible.

INCREASE OF FUNDING:

- Requests for proposed increase in funding must be based upon compelling and demonstrated need.
- Will it help expand the level of services?
- Did the project satisfy all its past performance standards?
- Does the increase of funding allow the maintenance of the current level of service?

APPLICATION SUBMITTAL INFORMATION

All applications are due by 4:30 p.m. on June 7, 2006. Late applications will not be accepted.

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For each city to which you are applying, deliver:

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Please do not staple, three-hole punch or bind the applications in any way (this does not include the attachments). Secure each application with a paper clip only.

MAIL APPLICATIONS TO:

Steve Gierke
City of Issaquah
PO Box 1307
Issaquah, WA 98027

HAND DELIVER APPLICATIONS TO:

Steve Gierke
Issaquah City Hall
130 East Sunset Way
Issaquah WA 98027

EMAIL APPLICATIONS TO:

sdgierke@comcast.net

OTHER

Issaquah will not have any Capital Funds available for Human Service Projects in 2007.



City Manager's Office
6700 NE 181st Street
PO Box 82607
Kenmore WA 98028

Carter Hawley, Assistant City Manager
(425) 398-8900 x223 or chawley@ci.kenmore.wa.us

YEARS COVERED BY THIS APPLICATION PROCESS

2007 and 2008.

APPROXIMATE FUNDING AVAILABLE

Approximate 2007 Funding - \$260,000 (3% increase based on total city revenues)

Approximate 2008 Funding - \$268,000 (3% increase based on total city revenues)

APPLICATION ASSISTANCE

Carter is available by phone and e-mail.

APPLICATION REVIEW PROCESS

After applications are received, they will be reviewed and scored against the adopted City Council priorities, by an interdisciplinary staff team. The City Council will be given the scored list of all requests during the budget discussions in October to determine funding. There is no public hearing scheduled. Recommendations will be e-mailed to the applicants when the Council determines their recommendations, in late October or early November.

APPLICATION FORM

Copies of the application form and instructions will be available at the NE Funders workshop on Thursday, April 20, 2006. Electronic versions are available by e-mail or may be downloaded after April 13, from the City's web page at www.cityofkenmore.com.

The short form will not be accepted by Kenmore for 2007-2008.

FUNDING CRITERIA

The City Council adopted the following funding criteria.

All applicants must demonstrate the following, or provide thorough explanation as to why not:

- Provides direct services to Kenmore residents; and
- Demonstrates established process for generating alternative sources of funding or services; and
- Does not duplicate service delivery; and a
- Charges fee based on ability to pay; and
- Ability to provide annual year-end evaluation of program funded by Kenmore.

In addition to the required components listed above, the following service criteria will be used to evaluate applications, and are in priority order:

1. Provide basic emergency services to City residents;
2. Provide appropriate solutions to an identified need in the area;

3. Promote self sufficiency and independent living;
4. Provide services which are accessible to the elderly, physically and developmentally disabled, teens, and low-income residents;
5. Provide services benefiting low and moderate income residents.

APPLICATION SUBMITTAL INFORMATION

All applications are due by 4:30 p.m. on June 7, 2006. Late applications will not be accepted.

Delivering the application to each city before the due date is strongly encouraged. However, for those needing to hand deliver applications to multiple cities on the June 7th deadline, applications for any city may be dropped off at the Bellevue City Hall lobby. *This service will only be available on the day of June 7th from 10:30 a.m. to 4:30 p.m.*

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- one single-sided original, signed application with all requested attachments,
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Please do not staple, three-hole punch or bind the applications in any way (this does not include the attachments). Secure each application with a paper clip only.

MAIL APPLICATIONS TO:

Carter Hawley
City of Kenmore
PO Box 82607
Kenmore, WA 98028

HAND DELIVER APPLICATIONS TO:

Carter Hawley
City of Kenmore
6700 NE 181st Street
Kenmore, WA 98028

EMAIL APPLICATIONS TO:

chawley@ci.kenmore.wa.us

OTHER

The City of Kenmore is not accepting capital applications.



**Parks and Community Services
Human Services
505 Market Street Ste A
Kirkland, WA 98033**

Sharon Anderson, Human Services Coordinator
(425) 587-3322 or sanderson@ci.kirkland.wa.us

YEARS COVERED BY THIS APPLICATION PROCESS

The City of Kirkland operates on a biennial budget. This means that projects funded in 2007 will be renewed for 2008, contingent on the availability of funds, contract performance and program outcomes results. Awards would be the same for the two years.

APPROXIMATE FUNDING AVAILABLE

The City of Kirkland has \$371,438 in General Fund human services funding available for 2007-2008; the amount budgeted is based on \$8.11 per capita. At this point, it is not known if Council will increase the per capita funding.

APPLICATION ASSISTANCE

City of Kirkland Human Services staff is available for phone or in-person assistance to help you develop your proposal or answer questions. All questions and technical assistance requests should be directed to Sharon Anderson, Human Services Coordinator at (425) 587-3322.

APPLICATION REVIEW PROCESS

For General Fund Dollars: The City of Kirkland Human Services Advisory Committee, a five member group of citizens appointed by the City Council will review applications for funding. To gain a better understanding of the applications the Committee will invite applicants to informal public hearings. These hearings should take place in September. Each agency will be contacted by staff for dates and times. The Committee will then make funding recommendations on the use of General Fund Human Service allocations in October/November 2006. Human Service General Fund dollars will be available in January 2007 after the City Council officially adopts the City's general fund budget in December 2006.

CDBG: Historically, Kirkland, as a pass-through city, has received a portion of CDBG dollars to allocate for capital and human service programs. Due to a new Interlocal Operating Agreement effective January 1, 2006, King County is now responsible for the RFP process. Funding amounts and priorities have been proposed for each sub-region. For more information, visit <http://www.metrokc.gov/dchs/csd/Housing/Index.htm>.

APPLICATION FORM

Copies of the application form and instructions will be available at the North and East King County Funders workshop on Thursday, April 20, 2006. Electronic versions are available by e-mail or may be downloaded after April 13, from the City of Kirkland at www.ci.kirkland.wa.us/parks; then choose human services.

FUNDING CRITERIA

Applications are reviewed by the Human Services Advisory Committee to:

- Ensure conformance with the City's Human Service Policy's basic eligibility requirements
- Determine compliance with the City's general fund criteria
- Determine if CDBG applications comply with federal and King County consortium requirements

If the basic eligibility requirements are satisfied, the application will be reviewed, utilizing a subjective rating system which would measure eligibility requirements against one or more of the following factors:

- Priority will be given to those agencies which provide basic emergency services to City residents; however, services which are preventative in nature are also eligible
- Priority will be given to those agencies, which provide an appropriate solution to a documented need or identified problem in the community
- Priority will be given to those agencies that promote self-sufficiency and independent living
- Priority will be given to those agencies that provide direct service
- Requests for proposed increased in funding must be based upon compelling and demonstrated need
- Priority will be given to agencies that can meet the City's management and performance standards to insure appropriate use of City funds
- Priority will be given to agencies that provide services benefiting poverty, low, and moderate-income residents
- Agency/Service should be accessible both physically and programmatically

APPLICATION SUBMITTAL INFORMATION

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MAIL APPLICATIONS OR HAND DELIVER TO:

Sharon Anderson, Human Services
Coordinator
505 Market Street, Suite A
Kirkland WA 98033

EMAIL APPLICATIONS TO:

sanderson@ci.kirkland.wa.us



Planning & Community Development
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073

Brooke Buckingham, Human Services Planner
(425) 556-2416 or bbuckingham@redmond.gov

YEARS COVERED BY THIS APPLICATION PROCESS

The City of Redmond operates on a biennial budget. This means that projects funded in 2007 will be renewed for 2008, contingent on the availability of funds, contract performance and program outcomes results.

APPROXIMATE FUNDING AVAILABLE

We estimate that \$581,000 will be available each year from the City's General Fund dollars to support human services.

APPLICATION ASSISTANCE

City of Redmond staff is available for phone or in-person technical assistance. You can direct all questions and technical assistance requests to Brooke Buckingham at (425) 556-2416 or email bbuckingham@redmond.gov.

APPLICATION REVIEW PROCESS

General Fund: The Human Services Funding Advisory Committee is a group of community volunteers and City staff who will review and rate the applications. The Committee may ask to interview some of the applicants. In August, the Committee will make recommendations for funding to the Mayor and the City Council. Specific allocation recommendations will be considered by the City Council some time in October. City of Redmond staff will notify agencies of final allocations following City Council approval. Funds will not be available until after January 1, 2007, which is the start of the fiscal and program year.

CDBG: Historically, Redmond, as a pass-through city, has received a portion of CDBG dollars to allocate for capital and human service programs. Due to a new Interlocal Operating Agreement effective January 1, 2006, King County is now responsible for the RFP process. Funding amounts and priorities have been proposed for each sub-region. For more information, visit <http://www.metrokc.gov/dchs/csd/Housing/Index.htm>.

APPLICATION FORM

Copies of the application form and instructions will be available at the NE Funders workshop on Thursday, April 20, 2006. Electronic versions are available by e-mail or may be downloaded after April 13 at www.redmond.gov (under the *What's New* section on the homepage).

FUNDING CRITERIA

In order to be considered for funding, agencies must:

1. Meet minimum insurance requirements:
 - a. Worker's compensation and employer's liability insurance.
 - b. General public liability and property damage insurance (\$500,000).

- c. Professional liability insurance (\$500,000).
2. Be willing and able to accept reimbursement for funds.
3. Regularly track and submit required reports regarding services and demographics.

The City of Redmond recognizes the need to support the comprehensive safety net of human services and welcomes applications from agencies that provide such services to Redmond residents. We also recognize the increasing diversity of our community and will give special consideration to those applicants that demonstrate existing or planned strategies or partnerships that will result in more accessible and/or more effective services to Redmond's immigrant and refugee families or individuals.

APPLICATION SUBMITTAL INFORMATION

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MAIL APPLICATIONS TO:

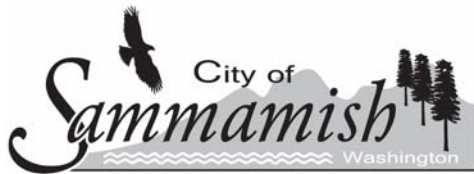
Brooke Buckingham, Human Services Planner
Planning and Community Development
PO Box 97010
Redmond, WA 98073

HAND DELIVER APPLICATIONS TO:

Brooke Buckingham, Human Services Planner
Planning and Community Development
15670 NE 85th Street
Redmond, WA 98052

EMAIL APPLICATIONS TO:

bbuckingham@redmond.gov



Office of Human Services
486 228th Avenue NE
Sammamish, WA 98074

Melonie Anderson, City Clerk

(425) 836-7904 or manderson@ci.sammamish.wa.us

Stacy Herman, Deputy City Clerk

(425) 836-7904 or Sherman@ci.sammamish.wa.us

YEARS COVERED BY THIS APPLICATION PROCESS

2007

APPROXIMATE FUNDING AVAILABLE

To be determined. All funds from General Fund

APPLICATION ASSISTANCE

The City of Sammamish Human Services Grants staff is available for phone or in-person assistance. Staff can help determine if the proposal is completed correctly, if it duplicates other services and answer any questions you may have about the process. All questions should be directed to Melonie Anderson at (425) 836-7904 or email at manderson@ci.sammamish.wa.us.

APPLICATION REVIEW PROCESS

The City of Sammamish Human Services Committee, which is comprised of three Sammamish Councilmembers and Human Services staff will review all of the applications and prepare a recommendation to the City Council for funding. Any applicant requesting \$10,000 or is substantially increasing their funding request will be interviewed by the Committee.

The City Council will make the final funding decision in September, 2006 and the awards are contingent upon adoption of the 2007/2008 budget. Funds will be available after January 1, 2007

APPLICATION FORM

Copies of the application form and instructions will be available at the NE Funders workshop on Thursday, April 20, 2006. Electronic versions are available by e-mail or may be downloaded after April 13, from the City website at www.ci.sammamish.wa.us. You may pick up a hard copy of the application at City Hall, 486 228th Avenue NE, Monday through Friday 8:30 am to 5:00 pm.

If you are requesting \$1,000 or less you may submit your request on the City of Sammamish Short Form.

FUNDING CRITERIA

The City of Sammamish has developed funding criteria which will focus on services provided directly to residents and services that are not duplicated by other agencies.

APPLICATION SUBMITTAL INFORMATION

All applications are due by 4:30 p.m. on June 7, 2006. Late applications will not be considered until the final funding decision is made by City Council

Delivering the application to each city before the due date is strongly encouraged. However, for those needing to hand deliver applications to multiple cities on the June 7th deadline, applications for any city may be dropped off at the Bellevue City Hall lobby. *This service will only be available on the day of June 7th from 10:30 a.m. to 4:30 p.m.*

For each city to which you are applying, deliver:

- one single-sided original, signed application with all requested attachments,
- one single-sided copy of just the application without attachments, and
- one electronic version e-mailed to the contact listed below for each city to which you apply.

Please do not staple, three-hole punch or bind the applications in any way (this does not include the attachments). Secure each application with a paper clip only.

MAIL APPLICATIONS OR HAND DELIVER TO:

Melonie Anderson, City Clerk
City of Sammamish
486 228th Avenue NE
Sammamish, WA 98074

EMAIL APPLICATIONS TO:

manderson@ci.sammamish.wa.us



**Office of Human Services
17544 Midvale Avenue N.
Shoreline, WA 98188**

George Smith, Human Services Planner
(206) 546-5569 or gsmith@ci.shoreline.wa.us

Rob Beem, Human Services Manager
(206) 546-1933 or rbeem@ci.shoreline.wa.us

YEARS COVERED BY THIS APPLICATION PROCESS

Human Services funding (both City General Fund and Community Development Block Grant) is allocated on a biennial basis, while capital funding (CDBG only) is allocated on a yearly basis. For public services, this means that programs funded for 2007, will be renewed for 2008, contingent on adequate funding availability and program performance.

APPROXIMATE FUNDING AVAILABLE

There is approximately \$310,000 available per year for Human Services programs. For capital projects, there is approximately \$155,000 available for 2007.

APPLICATION ASSISTANCE

If you need assistance or have questions about the application content, the process, or the city's priorities, you are strongly encouraged to contact Rob Beem at (206) 546-1933, rbeem@ci.shoreline.wa.us; or George Smith at (206) 546-5569, gsmith@ci.shoreline.wa.us.

APPLICATION REVIEW PROCESS

The City convenes a Human Services Allocation Advisory Committee comprised of Shoreline residents and supported by City staff. The schedule below describes the anticipated timeline for the application process. Following the Committee's review of applications, a recommendation will be prepared for City Council approval. A public hearing will be held in early September for the Committee's recommendations. All applicants will be notified of the hearing in advance.

<u>Activity</u>	<u>Completion Date</u>
Application workshop	April 20
Review committee formed	June 1
Applications due	June 7
Staff application reviews	June 30
Review committee meets	July-August
City Council workshop/public hearing	September 11 (estimated)
HS Plan adoption	September 25 (estimated)

APPLICATION FORM

Copies of the application form and instructions will be available at the North and East King County Funders workshop on Thursday, April 20, 2006. Electronic versions are available by e-mail or may be downloaded after April 13, from the City of Shoreline at www.cityofshoreline.com, and then choose human services.

FUNDING CRITERIA

Desired Outcomes for Human Service Projects

1. More youth involved in structured, positive activities during non-school hours.
2. Reduce delinquency, violence, and crime.

3. More young people more skilled and prepared.
4. Reduce substance abuse.
5. Reduce child abuse and neglect.
6. More people have adequate food, shelter, and clothing.
7. More youth have contact with caring adults.
8. Preserve the independence and quality of life for seniors.
9. More community members work together to solve problems.
10. Increase affordable childcare.
11. Increase affordable housing.
12. Increase employment.
13. Reduce teen pregnancy.
14. Reduce domestic and dating violence.
15. Increase overall levels of academic, vocational and self-improvement learning for people of all ages, to ensure employability and personal growth.

Priorities for Capital Projects

1. New construction, acquisition or rehabilitation of affordable multi-family housing (five or more units) especially targeted to families with children or older adults.
2. New construction, acquisition, and/or rehabilitation of affordable housing of less than five units.
3. City projects addressing the needs of specific populations.

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MAIL APPLICATIONS OR HAND DELIVER TO:

Rob Beam, Human Services Manager
Shoreline City Hall
17544 Midvale Avenue N
Shoreline, WA 98133

EMAIL APPLICATIONS TO:

hs@ci.shoreline.wa.us

OTHER

The City of Shoreline has funds available for capital improvement projects in 2007. Projects must be linked to the Priorities for Capital Projects (see above) and to the Consortium-wide CDBG Outcomes. You are strongly encouraged to contact one of the staff contacts listed to make sure your project is an eligible activity and that it is consistent with the City's priorities.



Woodinville City Hall

17301 133rd Ave NE

Woodinville, WA 98072

Deborah Knight, Assistant to the City Manager

425-489-2700 ext. 2266 or deborahk@ci.woodinville.wa.us

YEARS COVERED BY THIS APPLICATION PROCESS

This is two-year grant cycle (2007/2008).

APPROXIMATE FUNDING AVAILABLE

The City of Woodinville does not receive Community Development Block Grant (CBDG) funds and uses only its own General Fund dollars to support human services activities. Approximately \$98,000 (\$10.00 per capita) will be available for services in calendar year 2007 and 2008; this was approximately the same level of funding available in 2006. In 2006, awards for services ranged from \$1,500 to \$22,000 with a median award of \$6,125.

APPLICATION ASSISTANCE

Assistance is available.

Phone: Deborah Knight 425-489-2700 extension 2266

E-mail: deborahk@ci.woodinville.wa.us

In-person: City Hall – 17301 133rd Ave NE, Woodinville

APPLICATION REVIEW PROCESS

The City Council Finance Committee will review applications in August and make recommendations to the City Council as part of the City's budget process.

There is no public hearing or other scheduled meeting with the City Council. Although it is not necessary to appear before the Council, agencies wishing to address the Council should prepare comments for the public testimony portion of any Council Meeting, which are held the first, second, and third Monday nights at 7:00 pm. Groups are given 5 minutes to speak at the beginning of each meeting.

The City Council will deliberate and make decisions during the overall discussions for the 2007/2008 biennial budget. Final decisions will be made by December 2006. Funds may be available January 1, 2007 pending execution of a complete contract and receipt of insurance information.

APPLICATION FORM

Copies of the application form and instructions will be available at the NE Funders workshop on Thursday, April 20, 2006. Electronic versions are available by e-mail or may be downloaded after April 13, from the City at www.ci.woodinville.wa.us/government/human-services.asp.

The City will accept the "Short Form Application".

FUNDING CRITERIA

In order to be eligible for Woodinville funding, an agency must:

1. Submit a completed application on time.
2. Obtain nonprofit status.
3. Serve residents from the City of Woodinville.
4. Demonstrate a policy of nondiscrimination.

5. Demonstrate that services are not the responsibility of another public agency or funding source. The City does not intend to fund services that are legally the responsibility of another public agency.
6. Adhere to sound and accepted management, business, and accounting practices.

The Finance Committee will use the following criteria to evaluate proposals and make funding recommendations:

Category	Criteria
Funding Priority Needs	<ul style="list-style-type: none"> ▪ How well does the program fit within the funding priorities identified by the City? ▪ How well does the program address one or more of the top four priorities identified by the City? ▪ Is it appropriate and important for the City to become involved financially with this program?
Accountability/ Program Outcomes	<ul style="list-style-type: none"> ▪ Are the proposed outcomes appropriate for the services described, e.g. are they measurable, are the realistic, etc.? ▪ Do the services provided by the agency accomplish desired results for the community? ▪ Does the agency demonstrate it can successfully manage the program, e.g. service record on the Eastside, staff qualifications, etc.?
Budget	<ul style="list-style-type: none"> ▪ Has the agency established a process for generating alternative sources of funding or services? ▪ Are the overall budget and unit costs reasonable and appropriate for the proposed program? ▪ Is the amount requested from Woodinville reasonable in view of the proportion of Woodinville residents to be served?
Coordination/ Accessibility	<ul style="list-style-type: none"> ▪ Is there evidence of coordination and effective linkages and referrals to other providers? ▪ Do the program hours of operation, location to public transportation, after-hour hot line, or language/cultural support meet the customer's needs?

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Deborah Knight, Assistant to the City Manager
City of Woodinville
17301 133rd Ave NE
Woodinville, WA 98072

EMAIL APPLICATIONS TO:

deborahk@ci.woodinville.wa.us